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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 26, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM 2013-16

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: W-2 On-line Self View and Print Option

In the past, annual W-2 forms have been printed and mailed to all employees no later than January 31 following the previous reporting year. In order to reduce costs to the state, the Office of State Uniform Payroll (OSUP) is asking all active employees to elect to view and print their own W-2 instead of receiving a paper copy via the postal service. Employees choosing this option will be able to view and print their W-2 by mid-January. See bullets below for specific details and/or requirements.

- Active employees must provide consent to the W-2 on-line self view and print option in LEO by **December 31**. This consent will be for the current reporting year and will continue for each subsequent reporting year until either the employee terminates employment or revokes their consent in LEO.
- Active employees not providing consent in LEO by the required deadline will continue to receive a paper Form W-2 via the postal service. Paper W-2's will be mailed each year on **January 31**.
- Active employees wishing to revoke a prior consent for the on-line self view and print option must do so in LEO. Revocation must be provided by December 31 for the current reporting year.
- Active employees, who do not choose the on-line self view and print option and who need a duplicate copy of their W-2, may obtain a copy in LEO beginning February 1.
- Employees will need an internet connection, web browser, access to LEO with an active password, and Adobe Acrobat software to view and print their W-2.
- Separated employees do not have the option of receiving their W-2 on-line and will receive a paper copy via the postal service.
- Separated employees who need a duplicate copy of their W-2 must contact their agency's EA/HR Department and complete the required OSUP Duplicate Request Form F037. OSUP will begin accepting these requests February 11.

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- Employees must maintain their current contact information in LEO or through their EA/HR department so that agencies can provide notices and updates regarding their paper W-2 and/or on-line self view and print options.
- The Division of Administration will continue to inform agencies of all required information regarding the W-2 on-line self view and print option and/or contact information changes through listserv messages, memos, meetings and/or through other means as required by the Internal Revenue Service (IRS).

Attached is a W-2 On-line Self View and Print Consent letter that must be prepared and sent to all active employees within your agency. The letter provides IRS required disclosure information that employees need in order to make an informed decision on how they wish to receive their annual Form W-2. Agencies must modify the letter to include the agency's official letterhead, current date, agency contact information, and any other agency specific information. **This letter must be provided to all active employees no later than Friday, November 16, 2012.**

Agencies may use the delivery method most suitable to their operation.

OSUP encourages agency support of this effort and requests that agencies encourage employees to make this election.

Please direct any questions to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Cindy McClure	342-5346	Gary Bennett	342-1652
Wendy Eggert	342-0714	Tracy Smith	219-0191
Tiko Ary	342-1651	Penny Jones	342-2053

APH:CDM/ral

[Attachment](#)